

PS3000.02B HUMAN RESOURCE MANAGEMENT MANUAL (CN-11 THRU 19)



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-19

DATE: August 22, 1996

1. PURPOSE AND SCOPE. To revise the application for membership to the Federal Prison Retirees Association.

2. SUMMARY OF CHANGES. The Federal Prison Retirees Association requested the Bureau to provide this updated application for membership to retirees. The application has revised the cost for membership and post office box for mailing.

3. TABLE OF CHANGES

Remove

Attachment 8-1, Page 1

Insert

Attachment 8-1, Page 1

4. ACTION. File this Change Notice in front of PS 3000.02, the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-18

DATE: August 16, 1996

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. P.S. 3000.02, the Human Resource Management Manual is being updated to prescribe procedures for the selection system to be utilized for Warden and Associate Warden positions.

3. TABLE OF CHANGES

Remove

Table of Contents, Page i
Listing of Attachments
Chapter 3, Pages 53-55

Insert

Table of Contents, Page i
Listing of Attachments
Chapter 3, Pages 53-55b
Attachment 3-14
Attachment 3-15

4. ACTION. File this Change Notice in front of the Human Resource Management Manual (P.S. 3000.02).

Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-17

DATE: June 7, 1996

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual concerning position descriptions, primary and secondary law enforcement coverage statements, rewriting position descriptions, and scope of coverage, accrual, and use of compensatory time.

2. SUMMARY OF CHANGES. The Human Resource Management Manual is being updated to insert a revision of the Position Description Cover Sheet, remove primary and secondary law enforcement coverage statements and to remove a statement which requires that position descriptions which are five years old must be rewritten.

Section 550.1 is being revised to reflect the scope of coverage for Fair Labor Standards Act exempt and non-exempt employees and to incorporate provisions for the accrual and use of compensatory time in 15 minute increments.

3. TABLE OF CHANGES

Remove

Listing of Attachments
Chapter 3, Pages 73 - 74
Chapter 5, Pages 4 - 7
Chapter 5, Pages 10 -11
Attachments 5-1 and 5-2
Attachment 5-3, Pages 3 - 4

Insert

Listing of Attachments
Chapter 3, Pages 73 - 74
Chapter 5, Pages 4 - 7
Chapter 5, Pages 10 - 11
Attachment 5-3, Pages 3 - 4

4. ACTION. File this Change Notice in front of the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-16

DATE: April 19, 1996

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual to include policy on institution shift starting and stopping times.
2. DIRECTIVE RESCINDED. O.M. 214-95 (3000) Institution Shift Starting and Stopping Times (11/01/95)
3. SUMMARY OF CHANGES. Section 610.1 has been added to establish basic parameters for shift starting and stopping times for employees working in Bureau institutions. These guidelines will establish practices at all Bureau institutions.
4. TABLE OF CHANGES.

Remove

Table of Contents pages
i through iii

Insert

Table of Contents pages
i through iii

Chapter 6, pages 3d to 3e

5. ACTION. File this Change Notice in front of the Human Resource Management Manual (P.S. 3000.02).

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-15

DATE: March 7, 1996

1. PURPOSE AND SCOPE. To update Chapter 3 of the Human Resource Management Manual.

2. SUMMARY OF CHANGES. P.S. 3000.02, the Human Resource Management Manual, is being updated to remove references to management development activities which, if applicable, would be more appropriately located in an employee development forum; to clarify the definition of executive and managerial positions, and to outline the content of the Management Preference Profile.

3. TABLE OF CHANGES

Remove

Chapter 3, Page 53 - 55

Insert

Chapter 3, Page 53 - 54

4. ACTION. File this Change Notice in front of P.S. 3000.02, the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-14

DATE: January 29, 1996

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. Program Statement 3000.02, Human Resource Management Manual is being updated to modify the "Inquiry of Availability" and the "Inquiry Concerning Applicant for Employment" forms to ensure the Bureau of Prisons process for conducting pre-employment interviews is in compliance with the provisions of the Amendments to the Rehabilitation Act.

3. TABLE OF CHANGES.

Remove

Attachment 3-7,
Pages 1 and 2

Attachment 7-6, Pages 1 & 2

Insert

Attachment 3-7,
Pages 1 and 2

Attachment 7-6, Pages 1 & 2

4. ACTION. This Change Notice shall be filed in front of P.S. 3000.02, Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-13

DATE: November 20, 1995

1. PURPOSE AND SCOPE. This Change Notice modifies the agency grievance procedure by altering the responsibility for responding to a grievance when it cannot be resolved informally in the Central Office or in a regional office or at an institution. The authority to be consulted before a final decision is made on grievances when the facts are not in dispute has also been changed.

2. SUMMARY OF CHANGES. At the Central Office, the person responsible for answering grievances changes from the Assistant Director of Human Resource Management to the Assistant Director (or designee) of the respective division. The Regional Director (or designee) shall respond to grievances arising at the regional level and the Warden (or designee) shall respond to grievances at the local level.

Additionally, the consulting authority shall now include the Chief of Labor Management Relations as well as the Bureau Personnel Director.

3. TABLE OF CHANGES

Remove

Chapter 7, Pages 49-50

Insert

Chapter 7, Pages 49-50

4. ACTION. File this Change Notice in front of P.S. 3000.02, the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-12

DATE: August 21, 1995

1. PURPOSE AND SCOPE. To update the Human Resource Management Manual.

2. SUMMARY OF CHANGES. P.S. 3000.02, the Human Resource Management Manual, is being updated to incorporate regulatory changes made by the Office of Personnel Management in Federal student employment programs. The new Student Educational Employment Program consolidates previous appointing authorities and significantly simplifies program requirements.

3. TABLE OF CHANGES

Remove

Chapter 3, Pages 2 - 4

Insert

Chapter 3, Pages 2 - 4

4. ACTION. File this Change Notice in front of P.S. 3000.02, the Human Resource Management Manual.

\s\
Kathleen M. Hawk
Director



Change Notice

DIRECTIVE BEING CHANGED: 3000.02

CHANGE NOTICE NUMBER: CN-11

DATE: August 21, 1995

1. PURPOSE AND SCOPE. To revise the section of the Human Resource Management Manual that concerns procedures for conducting pre-employment panel interviews. The panel interview process was revised, based on task force recommendations, in order to increase its effectiveness and ensure compliance with existing laws and regulations.

2. SUMMARY OF CHANGES. Training for all panel interviewers is mandatory prior to participating in a panel interview. Correctional work situation questions are standardized and presented by the entire interview panel. Interviews are structured so that job specific questions are asked primarily by the subject-matter expert (e.g. department head) to ensure questions are job related. Rating forms reflect assessments of applicant responses to correctional work situation questions. Writing skill assessments are based on a writing sample provided after applicants view a video tape of an incident in a correctional setting.

3. TABLE OF CHANGES

Remove

Listing of Attachments
Chapter 3, Pages 15 - 17
Attachment 3-2
Attachment 3-3
Attachment 3-4

Insert

Listing of Attachments
Chapter 3, Pages 15 - 17a
Attachment 3-2
Attachment 3-3
Attachment 3-4
Attachment 3-4a
Attachment 3-4b
Attachment 3-4c
Attachment 3-4d

4. ACTION. File this Change Notice in front of P.S. 3000.02,
the Human Resource Management Manual.

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Kathleen M. Hawk
Director

